



CEA

CAREER EXECUTIVE ASSIGNMENT

THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

(PENDING CONTROL AGENCY APPROVAL)

DEPARTMENT: CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY

POSITION TITLE: ASSISTANT ASSOCIATE SECRETARY
OFFICE OF LEGISLATIVE AFFAIRS
(CEA, LEVEL 1)

SALARY: \$6,173 - 7,838

FINAL FILE DATE: March 11, 2008

DUTIES AND RESPONSIBILITIES

Under the general direction of the Agency Secretary, Agency Undersecretary and Associate Secretary for Legislative Affairs, the Assistant Associate Secretary serves as the operational departmental coordinator of the entire legislative process within the California Health and Human Services (CHHS) Agency. In this capacity, the incumbent ensures accurate policy communications between CHHS departments and the Agency on Administration positions on legislative proposals, bill analyses and legislative proposals. The Assistant Associate Secretary also provides focused coordination on departmental and cross-cutting issues that need legislative resolution. The incumbent is the primary contact for CHHS Directors and Chief Deputy Directors on legislative strategies and approaches. Moreover, the incumbent negotiates policy positions and may represent the Agency in key meetings with stakeholders.

EXAMINATION INFORMATION

The examination will consist of an application/summary of qualifications review and evaluation by an Agency screening committee. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Candidate will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview if the evaluation committee or appointing power finds it necessary in making a final selection.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS

Either I

Must be a civil service employee with permanent California State civil service status,

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code section 18990,

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

1. Demonstrated ability to establish and maintain effective relationships, and represent and negotiate the Agency's policy and perspective to members of the California State Legislature, their staff, legislative committee staff, the Governor's Office, the Department of Finance, Joint Legislative Budget Committee, and other individuals involved in the legislative process.
2. Demonstrated knowledge of both state and federal funding procedures, including developing and negotiating state budget proposals with Department of Finance.
3. Demonstrated knowledge of the California Health and Human Services Agency and its departments, including broad-based background of their administrative, program, fiscal, and legislative policies and procedures.
4. In-depth knowledge of legislative policies, issues, trends and practices affecting health and human services programs and services.
5. Ability to successfully manage the work of others, whether direct or functional supervision or as lead of a multidisciplinary workgroup of a significant health or human service program.
6. Ability to work effectively with Agency department directors and chief deputy directors pertaining to proposed legislative agendas and priorities.
7. Knowledge of and demonstrated effectiveness in implementing legislative initiatives and policies.
8. A clear understanding and knowledge of the legislative process and protocol.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

DESIRABLE QUALIFICATIONS (continued)

In addition, applicants must demonstrate sufficient knowledge of the organization, mission, and statutory environment of the California Health and Human Services Agency to allow the Career Executive Assignment appointee to function effectively in a policy-influencing assignment. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislative and Executive Branches; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Agency's equal employment opportunity program objectives; and the Associate Secretary's role in the equal employment opportunity program.
- (2) Ability to plan, organize, and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively represent the Agency in both written and verbal communications, and effectively contribute to the Agency's equal employment opportunity objectives.

The knowledge and abilities indicated above for the CEA 1 level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

FILING INFORMATION

All interested applicants must submit:

- An original standard Application for Examination (STD. 678) specifying for which examination you are applying. Include civil service titles and dates of experience, **and**
- A Summary of Qualifications. The Summary of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Minimum Qualifications, Knowledge and Abilities and Desirable Qualifications. The summary should be **no more than two pages in length**.

APPLICANTS WHO FAIL TO SUBMIT A SUMMARY OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES ARE OPTIONAL AND DO NOT TAKE THE PLACE OF SUMMARIES.

Send these documents to: **California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 15-59, Room 1516
Sacramento, CA 95814
Attn: Julie Love**

Applications must be postmarked no later than the final file date of March 11, 2008. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning this position should be directed to Ms. Lorna Fong, CHHS, at (916) 654-3454.
Questions concerning the exam should be directed to Julie Love at (916) 657-1745.